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DD/S 70-1318

1 APR 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT : Support Directorate Reduction to Meet FY-70 and
FY-71 Ceiling ReductionsREFERENCE : Memo from Ex Dir Compt to DD/I, DD/P, DD/S&T,
DD/S, D/ONE, GC, IG, and LC, dtd 11 Feb 70,
Subj: Personnel Ceilings for FY 1970 and FY 1971

1. Submitted herewith are the revised staffing patterns for the Support Directorate which reflect 1 July 1971 ceilings. The comments which follow are provided to ensure an understanding of the magnitude of these reductions and to highlight some changes which go beyond simple staffing pattern position changes.

a. Office of Communications (Tab A)

(1) This submission accomplishes two purposes; the reduction [] to meet the new ceiling and putting on the books the de facto organization under which OC has been operating since approval in principle of the major reorganization by the Executive Director-Comptroller on 6 January 1969, and pending completion of a complete position review by PMCD officers. The validity of the new organization has been repeatedly demonstrated during the intervening months and we believe it essential to formalize it.

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(2) The OC reorganization and staffing pattern reflect

[]

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This aspect of the reorganization has been studied and restudied, both by OC and by this office, and we are convinced of the validity of the requirement. I understand that the PMCD classifiers also believe that the responsibilities of the positions support the grades noted. The ever increasing technical demands being placed upon OC personnel require the Agency to be competitive and responsive. Even with the

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GROUP 1
Excluded from automatic
downgrading and
declassification

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major reorganization, the new OC structure involves a grade increase of only .079. Attached for your information are brief descriptions of the locations and functions of these upper-level positions.

b. Office of Training (Tab B)

(1) In addition to changes to conform to the new ceiling, the OTR submission also reflects the accomplishment of a number of significant organizational changes which the Director of Training has been working on for some time. The organizational changes, it is recognized, must be approved and the positions appropriately classified, but the new structure does represent that which is needed by the Director of Training to carry out his program and responsibilities in the immediate future.

(2) These organizational changes consist of combining the School of International Communism and the Intelligence School into the School of Intelligence and World Affairs; the establishment of a new Operations Training Faculty consolidating the functions of the Training Support Branch, Technical Branch, and Operations Training Staffs I and II; the creation of the Instructional Support Staff combining the functions of the Registrar Staff, the Instructional Services Branch, Instructor Training Branch, and the Library Services Branch; and finally, the establishment of the Office of the Executive Assistant to the Director of Training which essentially is a combination of the former Plans and Policy Staff, liaison officers, and the former Support Staff.

(3) OTR proposes to accomplish reductions to meet ceiling changes by deleting five positions from its Headquarters'

which admittedly involves some delicate aspects, can OTR meet the Agency's training needs. The net average grade effect of these changes results in a .734 increase, directly attributable to the deletion and conversion of the maintenance personnel positions which are, as you know, in the lower classification brackets. The proposed organizational changes necessitate no grade increases but rather result in the down-grading of one GS-11 position to GS-09.

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c. Office of Logistics (Tab C)

(1) As in the cases of OC and OTR, the OL submission also combines some reorganization with a reduction [redacted] positions for a net average grade increase of .028. The reorganization establishes a senior Procurement Management Staff of three officers and one secretary in the Office of the D/L and modifies the Procurement Division, while reducing it by three positions, to equate more directly to the Agency's procurement and contracting needs. The Procurement Management Staff will provide staff supervision of the Agency procurement system, relieve the Procurement Division of the responsibility for those services of common concern requirements generated by decentralized contracting teams, and will relieve the Procurement Division of supervisory responsibility for the [redacted] which will report to the Director of Logistics through the Procurement Management Staff. The Procurement Division is designed to be a broad-based procurement and contracting team which performs R & D contracting functions for the Support Directorate as well as serving the Agency in normal areas of production, services, and covert procurement.

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(2) The D/L submission requests an increase [redacted]

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[redacted] Two of these would be offset by deleting one GS-17 currently occupied by the Chief, Building Planning Staff, and one GS-16 leaving a net increase [redacted] With regard to the D/L's comments relative to the Building Planning Staff and the deletion of the position occupied by the Chief of that Staff, I have advised the D/L that I will defer on this proposal pending his exploring the feasibility of identifying additional positions for conversion from Staff to Contract in order to permit the establishment of Staff positions for the Building Planning Staff.

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(3) The organizational changes proposed by OL, while not major, are nevertheless meaningful refinements in the OL structure which have been under consideration for some time and which will further crystalize OL's concentration of effort and improve the end product. The six upper-level positions reflect further effort on the part of OL to properly equate the staffing pattern to the true levels of responsibility and function and I recommend approval of this increase subject, of course, to review by PMCD.

SECRET**d. Office of Security (Tab D)**

The OS submission deletes [] positions, effects no organizational change, and results in a net average grade increase of .155. This increase is primarily attributable to the fact that in order to maintain an acceptable level of professionalism while meeting the new ceiling, it was necessary to delete [] clerical positions. The OS submission constitutes an excellent description and rationale supporting the selectivity exercised by OS in order to maintain a proper mix of professional and sub-professional employees in that component.

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e. Office of Finance (Tab E)

The OF submission deletes [] positions interspersed throughout the Office and reduces the OF average grade by .022. Although the numerical reduction in OF is relatively small, the stability of OF staffing (low professional attrition) combined with the return of OF employees whose positions have been deleted by other components creates a potential surplus employee problem for OF.

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f. Office of Medical Services (Tab F)

The OMS submission deletes [] positions and increases the OMS average grade by .027. The [] positions have been carefully and selectively chosen by the D/MS with respect to his need to continue to provide professional medical support for the Agency.

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g. Office of Personnel (Tab G)

The D/Pers submission identifies [] positions primarily consisting of positions in the Development Complement and from among the recruiting staff. The net effect on OP average grade is a reduction by .045. (This figure differs from that contained in the D/Pers covering memorandum because in order to be consistent throughout the Directorate, we recomputed on 26 March all average grades cited in this paper using 28 February 1970 as a close-out date and applying consistent rules for computation throughout the Directorate.)

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h. Support Services Staff (Tab H)

The SSS submission reduces that Staff [] positions. The net average grade effect of the SSS proposal results in an increase of .471. This increase is primarily a consequence of []

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[] systems development and programming necessary for SIPS to achieve its assigned mission, it was not practical on the one hand to delete higher level positions and yet on the other hand expect to continue to have the level of people and competence necessary to do the job. Concurrent with this action and attributable to the results of the decrease in size, the Chief, Support Services Staff, is requesting approval for two upper-level positions which have been audited by PMCD and allowed for in his FY-71 Congressional budget submission. These are one GS-15, the Chief, Information Processing Branch, and one GS-14, the Chief, Human Resources Section. At the same time, the Chief, SSS reduces his GS-13 positions by one and his GS-12 positions by two.

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j. Office of the Deputy Director for Support

Since the reduction of the Office of the DD/S from [] comprises only three positions, this paragraph will identify those deletions. Delete positions numbered 0282, 0366, and 0370. The effect of these deletions on average grade results in a reduction of .078.

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2. The sum total of the attached revised staffing patterns effect meaningful and needed organizational improvements in certain elements of the Support Directorate. The Directorate's deletion and conversion of positions equates the staffing patterns to the FY-71 ceiling authorization [] (One ceiling

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space was transferred from the Office of the Director to the Support Directorate and two ceiling spaces were transferred from DD/S&T to OC which accounts for [redacted] originally specified in the Executive Director-Comptroller's memorandum dated 30 December 1969.)

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3. The over-all effect of these organizational changes, conversions, and position deletions on the Directorate average grade is a change from 9.718 to 9.894, an increase of .116. With the exception of increases requested by OL, those elements seeking increases in upper-level positions have already obtained tentative approval of FMCD for the reclassification of the positions and have allowed for these positions in their Congressional FY-71 program submissions.

4. Considering the magnitude of the effort of combined reorganizations with position deletions, the .116 average grade increase strikes me as modest and one with which we can live.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Arts

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O-DD/S [redacted] bao (1 Apr 70)

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11 February 1970

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
Deputy Director for Support
Director of National Estimates
General Counsel
Inspector General
Legislative Counsel

SUBJECT : Personnel Ceilings for FY 1970 and FY 1971

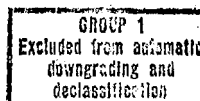
1. Each Deputy Director and head of Independent Office has been assigned personnel ceilings which must be reached by 30 June 1970 and 30 June 1971.

2. The imminence of 30 June 1970 makes it necessary in most instances to reach this ceiling through attrition and controlled entry on duty of new employees. New staffing complements, proper mix of skills and grades, etc., must of necessity be considered as of secondary importance. The reverse must, however, be true in planning for and reaching the 30 June 1971 ceiling. We must of course be prepared to accept imbalances as we make our interim adjustments. Our plans must, however, provide for a balanced staffing complement with the proper occupational skills mix and which maintains insofar as possible our average grade structure, all to be fully implemented by 1 July 1971.

3. For a variety of reasons it is essential that these plans be completed not later than 30 June 1970 or as soon thereafter as is practicable. Among these are:

a. Personnel who would normally remain on duty beyond 30 June 1971 but who cannot be accommodated within the new staffing pattern are entitled to the earliest possible notification, and we must be prepared to assist such personnel in

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every reasonable way to make their personal plans and adjustments.

b. Recruitment plans must be made to fill vacancies when critical skills are required and for younger and junior personnel essential to the long-range health and vitality of the Agency.

4. The accomplishment of this objective will require an intensive and most thoughtful effort on the part of the Deputy Directors, Independent Office heads, and supervisors in general. A number of actions are required in a relatively short period of time. Most can and should proceed simultaneously. In order that this exercise can proceed on an orderly basis for the Agency as a whole, the following is directed:

a. By 1 March 1970 Deputy Directors and Independent Office heads will submit a report to the Executive Director-Comptroller, advising of any problems they foresee in conforming to the new ceilings by 30 June 1971. If you do foresee problems, you should be as specific as possible as to what they are and where they are and what you are doing or propose to do about them. It is not expected that you can be too specific about grades and names at this juncture, but I think you can be fairly specific as to numbers.

b. Work should start now on staffing patterns to coincide with 1 July 1971 personnel ceilings and to be effective on that date. It is recognized that unforeseen requirements may change these staffing patterns between now and then. For the purpose of this exercise, however, they must reflect your very best thinking and planning and be considered firm. Inasmuch as you have already studied this problem with some care and decisions have been made as to how your staffing pattern is to be reflected in the FY 1971 Congressional budget submission, this should not be too difficult. Not later than 1 April 1970 all components should submit their proposed new staffing pattern to the Director of Personnel, with a copy to the Director of Planning, Programming and Budgeting. (Requests for exception to average grade controls will be justified

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on a case-by-case basis through the Director of Personnel to the Executive Director-Comptroller.) This will require close coordination between components and Career Services. Component positions filled by another Career Service and which are proposed for elimination must be identified to the Career Service furnishing the personnel. Disagreements should be promptly reported to the Executive Director-Comptroller. On 1 April 1970 all components should report to the Executive Director-Comptroller that this has been done. This report should also include any refinements that may have been made from the earlier report of 1 March 1970.

c. With the completion of the action directed in paragraphs a and b above, all components and Career Services should examine in detail their personnel staffing plans with a view to at least tentatively identifying those individuals whom they may be unable to accommodate within their own Career Services after 30 June 1971. This should be completed not later than 1 May 1970 and a report to this effect made to the Executive Director-Comptroller on that date.

d. Heads of components and Career Services should ensure that the most careful and thoughtful attention is given to the individuals who have been tentatively identified as surplus to the needs of that component or Career Service. This should be accomplished by individual consultations, and every effort should be made to reach a solution mutually acceptable to the individual and the Agency. Among the possibilities are:

(1) Reassignment at the same or lower grade, with or without training, to another Career Service or component within the Directorate;

(2) Resignation;

(3) Voluntary retirement if eligible under either the Civil Service Retirement System or the CIARDS;

(4) Optional discontinued service annuity for those under the Civil Service Retirement System and who are qualified by age and years of service;

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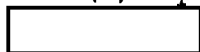
(5) Handling individual cases in essentially the same way for personnel under the CIARDS who have 25 years of service but who are not yet 50 years old.

e. On 1 June 1970 each Deputy Director and head of Independent Office will make a summary report to the Director of Personnel of the status and plans for each individual who has been identified as surplus. If there are individuals for whom no mutually satisfactory solution has been found, a detailed report of what has been done to try to reach a solution will be made, giving reasons why the effort has not been successful and a specific recommendation as to what further action should be taken.

f. The Director of Personnel will make every effort to find a position for each individual at his current or lower grade elsewhere in the Agency. If no satisfactory assignment can be found for any individual, the Director of Personnel must then consider the following alternatives:

(1) Involuntary retirement under the Director's authority;

(2) Separation with compensation in accordance with



g. On 1 July 1970 the Director of Personnel will submit a status report to the Director with specific recommendations as to further action.

5. It is to be hoped that a mutually satisfactory solution can be found for every employee who may be affected by this exercise. No effort should be spared to ensure this. It should be clearly understood, however, that the Agency has no choice in this matter. The objectives must be accomplished. If in the final analysis the Director's authority to terminate personnel must be used, it will be.



L. K. White

Executive Director-Comptroller

cc: Director of Personnel

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